



Annual Reporting Form

SAMPLE

OMB No. 2050-0139
Expiration Date: July 31, 2000

Please refer to the reporting instructions and the sample Annual Reporting Form when completing this form. If you have questions, call 1-800-EPAWISE.

For Reporting Period ending 12/31/97

Please submit by March 1, 1998

Section I - Participant Information

Organization Name: ABC Organization Phone: (703) 555-1234
Principal Contact: James North E-mail: jnorth@abc.org
Facilities included in report (and number of employees): Headquarters (500 employees)

Section II - Waste Prevention

Describe the three waste prevention activities undertaken in 1997 and indicate progress made in implementing these activities. Please choose the primary material and product eliminated or reduced from the attached lists. Estimate the amount, in pounds, of each material reduced. If one of your 1997 goals is an expansion of a 1996 goal, report the full amount of waste prevented in 1997 as a result of that activity, not just the incremental amount prevented in 1997. **Please do not include recycling data here—recycling collection activities should be reported in Section III.**

A. GOAL 1: Description of Activity

Implement transport packaging changes:

1. Switch to reusable containers.

2. Repair and reuse pallets.

Primary Material (choose from list)	Product (choose from list)	Pounds Decreased
<u>corrugated</u>	<u>TP-box</u>	<u>47,000</u>
<u>wood</u>	<u>TP-pallet</u>	<u>40,000</u>

Total Cost Savings (optional) \$20,500 dollars*

B. GOAL 2: Description of Activity

Reduce office paper:

1. Duplex all draft reports.

2. Make benefits forms available electronically.

Primary Material (choose from list)	Product (choose from list)	Pounds Decreased
<u>high-grade paper</u>	<u>printer paper</u>	<u>200,000</u>
<u>mixed paper</u>	<u>forms</u>	<u>150,000</u>

Total Cost Savings (optional) \$1,500 dollars*

C. GOAL 3: Description of Activity

Reduce cafeteria waste:

1. Donate food scraps for feedstock.

Primary Material (choose from list)	Product (choose from list)	Pounds Decreased
<u>food</u>	<u>food scraps</u>	<u>2,000</u>
<u></u>	<u></u>	<u></u>

Total Cost Savings (optional) 500 dollars**

D. OPTIONAL: Report waste prevented in 1997 as a result of activities initiated as a 1996 WasteWise goal and continued during 1997, even though activities were not identified on your 1997 Goals Identification Form. Use Section V if you need more space.

Description of Activity	Primary Material (choose from list)	Product (choose from list)	Pounds Decreased
<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>

* reduced purchasing costs plus avoided disposal costs

** avoided disposal costs only

Section III - Recycling Collection

- For the materials that you collected as a result of your 1997 WasteWise recycling goal(s), please indicate the pounds collected of each material in the **WasteWise Amount** column, if you are able to separately measure this amount. If one of your 1997 goals was an expansion of a collection activity initiated as a 1996 WasteWise goal, report the full amount of material collected in 1997 as a result of that activity, not just the incremental amount collected in 1997.
- If you are not able to separately measure the amount collected as a result of your WasteWise goals, please indicate the total pounds collected in 1997 of each material in the **1997 Amount** column. Please also do this if you are willing to share your total recycling activities, in addition to reported WasteWise amounts.
- Total the figures at the bottom of each column.
- For your WasteWise recycling collection goals, select the activities (see shaded box) that best describe each goal. Enter the corresponding activity number(s) in the **Activity Box** next to each material that you collected as part of a WasteWise goal, regardless of whether you are able to measure the amount collected.

NOTE: If you report both a WasteWise Amount and a 1997 Amount for a specific material(s), the 1997 Amount should include the WasteWise Amount.

Materials		WasteWise Amount	Activity Box	1997 Amount	Activities Corresponding to WasteWise Goals 1- Education/ Outreach 2- Investigate recy- cling opportunities (e.g. waste audits) 3- Collect new mater- ial(s) for recycling 4- Reduce contami- nation by non- recyclables 5- Increase amount collected of an existing recycled material 6- Establish measurement system 7- Expansion or continuation of 1996 goal 8- Other (please describe below)
		Pounds		Pounds	
Paper	Corrugated	18,000	3,6	18,000	
	Office paper (high grade)			120,000	
	Office paper (mixed)	5,000	3,6	5,000	
	Magazines				
	Newspaper				
Plastics	PET				
	HDPE				
	PVC/vinyl	30,000	3,6	30,000	
	LDPE				
	Polypropylene				
	Polystyrene	15,000	3,6	15,000	
	Other/mixed plastics				
Metals	Aluminum cans				
	Other aluminum				
	Other nonferrous metals				
	Steel cans				
	Other steel				
	Other ferrous metals				
Other	Glass containers	3,000	3,6	3,000	
	Food scraps composted off-site				
	Yard trimmings composted off-site				
	Wood				
	Other (describe)				
Total Recyclables		71,000		191,000	

B. OPTIONAL: Describe cost savings associated with your organization's 1997 WasteWise recycling goals.

Establishing a recycling program for corrugated netted us \$1,500 in revenue and avoided disposal costs.

Section IV - Buying or Manufacturing Recycled Products

- A. Please identify which action(s) best describe your organization's 1997 WasteWise recycled product goals. For each action taken to meet your WasteWise goals, complete the requested information for **one** of your largest purchases. **Please check only those boxes that apply.**

- ☒ Purchased product(s) **for the first time** with recycled content (e.g., replace a virgin product with a recycled-content product)

Product (choose from list)	Material (choose from list)	% Average Recycled Content	1997 Pounds of Product Purchased
<i>Trash receptacles</i>	HDPE	25%	1,050
<i>Cafeteria trays</i>	HDPE	25%	2,000

- ☐ **Increased the amount of recycled content** in products your company had previously purchased with recycled content.

Product (choose from list)	Material (choose from list)	% Average Recycled Content	1997 Pounds of Product Purchased
_____	_____	_____	_____

- ☐ **Increased the quantity** of products purchased with recycled content.

Product (choose from list)	Material (choose from list)	% Average Recycled Content	1997 Pounds of Product Purchased
_____	_____	_____	_____

- ☐ Conducted employee **education** activities. Please describe:

- ☒ **Evaluated** possible recycled-content products to purchase and/or **tested the performance** of recycled-content products. Please describe:

Researched vendors that sell plastic trash receptacles and recycling bins with recycled content; had custodial staff test receptacles and bins for ease of use before purchasing.

- ☐ Developed a **policy or guidance document** for purchasing products with recycled content. Please describe:

- ☐ Established system to **track and measure** recycled-content product purchases. Please describe:

B. OPTIONAL

1. Please indicate the total amount spent in 1997 on products with recycled content:

Total amount spent \$ 8,000

2. Please describe your experience with purchase prices of recycled products. Does your organization pay a premium for recycled products? Have you found any cost savings?

No cost savings. Through researching several vendors, we were able to break even in our purchase of recycled-content trash receptacles and cafeteria trays.

C. MANUFACTURERS' OPTION

Please complete the following information if you increased the amount of postconsumer material in products manufactured by your organization in 1997.

Product (choose from list)	Postconsumer Material (choose from list)	Previous Postconsumer Content (%)	1997 Postconsumer Content (%)	Pounds of Postconsumer Material Used in 1997
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Section V - Comments

Please attach any additional information you would like to share about your activities (e.g., cost savings, success in employee involvement) or comments about the WasteWise program. With permission from individual organizations, EPA will recognize exemplary efforts and share successes with others.

We would be interested in attending a WasteWise workshop; please continue to include workshop dates in the "WasteWise Bulletin" and on the homepage.

Please sign and mail to EPA at:

WasteWise Program
U.S. Environmental Protection Agency (5306W)
401 M Street, SW
Washington, DC 20460

Or you can fax your form to us at:

703-308-8686

Signature of Principal Contact _____ Date 2/8/98

Print Name James North Title Environmental Manager